



Fermilab

TD-1100

OPERATIONAL OCCUPANCY OF NEW CONSTRUCTION OR REFURBISHED WORK AREAS

Written by: _____ **Date:** _____
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Reviewed by: _____ **Date:** _____
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Approved: _____ **Date:** _____
Original signed by Robert Kephart on 7/30/03

1.0 Purpose and Scope

The purpose of this policy is to ensure that work areas that have been either renovated or newly constructed, and over which the Technical Division has responsibility, have been properly reviewed for safe occupancy. This policy applies only to that renovation and new construction that has been task managed by Technical Division personnel, and **not** to renovation and new construction projects within Technical Division property that are managed by the Facilities Engineering Support Section (FESS). The *Beneficial Occupancy* and *Final Acceptance* forms are used for FESS-managed activities.

2.0 Division Head Approval

Any work area that is established as a result of new construction or significant modification/renovation, including the installation of trailers used for offices, will require the approval of the Technical Division Head before it can be occupied for operational use. The procedures for obtaining that approval are provided below in Section 3.0.

3.0 Procedures

The building manager responsible for the newly constructed or modified work area must assemble the following documentation and submit it to the Division Head requesting approval for occupancy before employees occupy the area:

- 3.1 Written statement provided by the Group Leader responsible for the employees that will be working in the newly constructed or renovated work area describing the type of work activity to be carried out in the area.
- 3.2 Written statement by the Fermilab Fire Chief or Senior Fire Protection Engineer that the area meets all applicable fire codes and requirements.
- 3.3 Written statement by the Technical Division Senior Safety Officer or designee that the area meets all applicable environment, health and safety requirements and is safe for occupancy.